

**REGINALD E. ALLEN**

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**PROFILE**

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**EXPERIENCE**

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**SELECTED ACCOMPLISHMENTS:**

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**PROFESSIONAL EXPERIENCE/CAREER HIGHLIGHTS**

**Assistant Deputy Chief of Staff, SES**  
US Environmental Protection Agency  
Washington, DC

**10/2015 – Present**

Hours/week: 50

Salary: \$187,000

**Supervisor: John Reeder, Former Deputy Chief of Staff****Telephone: (b) (6) – may contact****DUTIES AND RESPONSIBILITIES / MISSION:**

**ORGANIZATIONAL LEADERSHIP:** In less than two years with EPA I was recently selected to serve as the Acting Deputy Chief of Staff of the US Environmental Protection Agency for several months during a transition. While acting in this role, I exercised important policy-making, policy determining, and other senior level functions to effectively improve Agency and internal management processes. Ensuring that the Office of the Administrator decisions and operations are in full support of the Agency's mission. I managed the strategic plan development and execution for the Office of the Administrator to ensure that stated measure of effectiveness and measures of performance are met or exceeded. I oversee budget development and execution ensuring all are aligned with the Administrators priorities in close coordination with the Chief of Staff, the Deputy Administrator, the Chief Financial Officer, and subordinate senior managers. I serve as a member of the Federal Government SES and the senior leadership team of the Environmental Protection Agency. As the Assistant Deputy Chief Staff, I provide leadership and direction in the Office of the EPA Administrator (AO) that spans across the bread and depth of EPA Operations. I am also dual hatted as the Director, Administrative and Executive Services. (OAES). As Director of OAES I provide the Administrator, the Deputy Administrator, their Assistant and Associate Administrators, Staff Office Directors and their staff, with Human Resources, Resource/Budget Management, Information Technology, Facilities Management, contracts management, and grants management, and related functions. Provide administrative oversight and support of nearly 400 senior leaders and US government civilian and contractors.

**AGENCY WIDE IMPACT:** Agency-Wide SES Executive Order Planning and Implementation. Upon arriving at EPA, I determined that the agency had no real onboarding and training development program for the SES corps. I researched across the interagency looking at best practices in several agencies and developed multiple products to advance agency adoption of the Presidential SES Executive Order. I have championed and led development of the plan for a true SES Onboarding, training and development plan for executives at EPA. I developed and led the execution of our new SES Welcome Orientation Sessions with senior agency leadership.

**INNOVATIVE TECHNICAL LEADERSHIP:** New HR Management System. In the course executing our Lean project to improve personnel management, I determined that while we could produce and field an in house interim solution to provide a transparent HR Tracking and Management system, a truly robust system that is the center point of all HR and Budget actions and knowledge was beyond our limited in-house SharePoint development capability. After an exhaustive search of potential off the shelf solutions I selected HP Marketplace's HR Module. I was able to push through the permissions and the contracting process to procure the software which is now configured on EPA network. This system has the potential to become the standard for the agency to manage and consolidate inputs from multiple stovepiped system in one central hub of HR and budget information.

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**Special Assistant to the Director, Director of the HME TF**  
Joint Improvised Explosive Device (IED) Defeat Organization (JIEDDO)  
The Pentagon, Washington, DC

06/2014 – 6/2015

Hours/week: 60

Salary: \$170,105

Supervisor: Lieutenant General (R) JD Johnson

Telephone: (b) (6) may contact

**DUTIES AND RESPONSIBILITIES / MISSION:**

**ORGANIZATIONAL LEADERSHIP:** (b) (6)

**COALITIONS BUILDING:** (b) (6)

**ADMINISTRATIVE LEADERSHIP:** (b) (6)

**OTHER SIGNIFICANT ACCOMPLISHMENTS:**

(b) (6)

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**Executive Officer/Chief of Staff, Under Secretary/Chief Management Officer, US Army 06/2012 - 06/2014**

Immediate Office of the Secretary of the Army  
The Pentagon, Washington, DC

Hours/week: 80

Salary: \$170,105

Supervisor: HON Brad Carson

Telephone: (b) (6) - may contact

**DUTIES AND RESPONSIBILITIES / MISSION:**

**EXPERT SUPPORT TO SENIOR LEADERSHIP:** (b) (6)

**COMPLEX ADMINISTRATIVE LEADERSHIP:** (b) (6)

**OTHER SIGNIFICANT ACCOMPLISHMENTS:**

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United Kingdom Higher Command Course, London 01/2012 – 05/2012

Regimental (Brigade) Commander, 3rd Armored Cavalry Regiment

III US Armored Corps and Fort Hood

Fort Hood, TX, USA

04/2009 – 12/2011

Hours/week: 65

Salary: \$138,968

Supervisor: Lieutenant General (R) Don Campbell

Telephone: (b) (6) may contact

**DUTIES AND RESPONSIBILITIES / MISSION:**

**COMPLEX ADMINISTRATION/LEADERSHIP:** (b) (6)

**LEADERSHIP / OPERATIONS:** (b) (6)

**OTHER SIGNIFICANT ACCOMPLISHMENTS:**

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Operations Officer (G3) (COO), III Corps and Fort Hood  
US Army  
Fort Hood, TX, USA

06/2008 – 04/2009

Hours/week: 60

Salary: \$154,354

Supervisor: Lieutenant General Paul Funk

Telephone: (b) (6) - may contact

**DUTIES AND RESPONSIBILITIES / MISSION:**

**COMPLEX ADMINISTRATION/LEADERSHIP:** (b) (6)

**TRAINING MANAGEMENT & STRATEGIC PLANNING:** (b) (6)

**OTHER SIGNIFICANT ACCOMPLISHMENTS:**

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**OTHER ASSIGNMENTS:** (b) (6)

**EDUCATION AND TRAINING** - MS - National Security and Strategic Studies, 2008, National War College, Wash, DC  
MA - Education –Training Admin and Development, 1997, University of Louisville, Louisville, KY  
BS - Business Administration, 1985, North Carolina A&T State University, Greensboro, NC

**SELECTED TRAINING:** (b) (6)

**REFERENCES**

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**SELECTED HONORS/AWARDS**

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